

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer offering a hybrid work model allowing for the possibility of working three remote days per week.

SECTION CHIEF, ADMINISTRATIVE AND REGULATORY ENFORCEMENT LITIGATION SECTION

Summary:

Attorney responsible for supervision of the Administrative and Regulatory Enforcement Litigation Section consisting of attorneys, paralegals/support staff, and law clerks, in addition to maintaining an appropriate case load. Reports to Chief Counsel for Litigation.

Duties/Responsibilities:

Essential Duties and Responsibilities include the following:

- Represent the State's interests in the prosecution and defense of administrative and regulatory enforcement litigation cases in state and federal courts and in administrative proceedings.
- Assign cases, oversee litigation strategy, requests for settlement authority, and supervise the prosecution and defense of administrative and regulatory enforcement litigation cases; oversee Section's case management and reporting functions regarding statistics and case status.
- Recruit, interview, train, and supervise attorneys, paralegals, support staff, and law clerks; review personnel issues, and review and approve leave requests, work schedules, time sheets, and travel.
- Oversee the formulation and implementation of short-term and long-term goals designed to enhance the Section's efficiency and effectiveness. Oversee the development and implementation of policies, procedures, and protocols within the Section through coordination with the Chief Counsel for Litigation.
- Advise and consult with client agencies regarding litigation. Keep supervisor, client agencies, and other appropriate parties informed of ongoing matters to establish a cooperative working relationship based on mutual trust, communication, and understanding of goals.
- Maintain an appropriate case load in addition to administrative duties described herein.

- Perform other legal and administrative duties as assigned at the direction of the Chief Counsel for Litigation or Attorney General or designee.

Qualifications:

- Supervisory/Management experience preferred.
- Five (5) or more years of practice preferred.
- Legal research and writing skills, with emphasis on clear, persuasive legal writing.
- Capable oral advocacy in both courtroom and appellate settings. Ability to work with other attorneys and support staff in and out of court.
- Ability to zealously negotiate settlements or mediated resolution of cases.
- Ability to work well with clients and witnesses.
- Responds promptly to client/agency's needs; solicits client/agency's feedback to improve service; responds to requests for service and assistance; meets commitments.
- Strong sense of ethics, awareness of potential conflicts of interest that arise in public sector, adherence in all respects to Rules of Professional Conduct and State ethics rules.
- Sensitivity to concerns about individual liability and indemnification. Awareness of public relations and implications of high-profile cases.

Specific Job Requirements include:

- Law degree required. Licensed to practice in Indiana.
- Civil litigation in federal and state court required.
- Knowledge of federal and state practice rules.
- Familiarity with causes of action (42 U.S.C. §1983); class actions; federal statutes and regulations; Administrative Orders and Procedures Act; federal and state constitutional law.